



THE COUNTY OF BUTTE  
IS SEEKING A  
DIRECTOR OF EMPLOYMENT  
AND SOCIAL SERVICES

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## UNIQUE OPPORTUNITY

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Butte County seeks an experienced, collaborative and people-oriented professional to provide leadership and direction for the County's Department of Employment and Social Services.

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## ABOUT BUTTE COUNTY

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Butte County is situated on the east side of Northern California's Sacramento Valley and covers 1,640 square miles between the Sacramento River to the west and the Sierra Nevada Mountains to the east.

This "Land of Natural Wealth and Beauty" was founded on February 18, 1850 and is one of California's original counties. Its name is derived from the Marysville or Sutter

Buttes, which lay within the boundaries of the County when it was created. Butte County is home to a growing population of 210,500 people who live in the incorporated cities of Biggs, Chico, Gridley, Oroville (the county seat), and the Town of Paradise. The County offers an ideal economic atmosphere with inexpensive land, a highly educated labor force and a lower than average cost of living.

Butte County has a variety of opportunities for cultural enrichment, recreation, and relaxation in a non-congested, rural environment. Bidwell Park, in Chico, is the third-largest city park in the world extending 12 miles along Big Chico Creek. Lake Oroville and the Sierra Nevada Mountains also provide a wide array of recreational activities. Educational and cultural activities are available through California State University, Chico with an enrollment of more than 15,000 students. In addition, Butte County is less than an hour and a half drive to Sacramento and only three hours from the San Francisco Bay Area.

### Recreational Activities

In Butte County, there is something for everyone. Recreational opportunities include water sports of all types on crystal lakes dotting the County's landscape. Whitewater rafting and canoeing are available in the canyons of the area's numerous rivers. Anglers can try their luck casting for trophy trout and bass. Additionally, equestrian and mountain biking trails run for hundreds of miles with countless square miles of wilderness making for wonderful backpacking excursions. Portions of the Lassen and Plumas National Forests fall within the County boundaries. There is literally no end to the beauty of the area's natural offerings and few places in the nation have the variety or quality of scenery and activities found here.

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## COUNTY GOVERNMENT

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Butte County is a Charter County with an FY 04-05 budget of \$318 million and approximately 2,150 full-time employees. It has a proud tradition of being a stable local government bolstered by a

forward-looking Board of Supervisors who are elected for four-year terms on an alternating basis. In addition to the Board of Supervisors, the following officials are directly elected:

- Assessor
- Tax Collector – Treasurer
- Auditor – Controller
- Sheriff – Coroner
- District Attorney
- Clerk – Recorder

Appointed department heads who report to the Chief Administrative Officer but are appointed by the Board of Supervisors include:

- Agricultural Commissioner/Sealer of Weights and Measures
- Director of Employment and Social Services
- Director of Child Support Services
- Director of Behavioral Health
- Director of Developmental Services
- Information Systems Director
- Library Director
- Human Resources Director
- Public Works Director
- Public Health Director
- Water and Resource Conservation Director

The California Department of Forestry and Fire Protection provides fire services for unincorporated areas, and the Farm and Home Advisor is an extension program of the University of California.

Butte County's elected and appointed officials and employees are committed to providing service, with dignity and respect, which promote an optimal quality of life for all County residents.

### Butte County's vision:

- To ensure basic health, safety, and protection of people.
- To facilitate commerce and trade.
- To resolve issues in an honest, consistent, and unbiased manner.
- To provide service that is efficient, cost effective, and prompt, utilizing both public and private means.
- To make public records readily accessible for information and education.

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## THE DEPARTMENT

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The Department of Employment and Social Services (DESS) provides an array of social and employment services to the residents of Butte County. Appointed by the Board of Supervisors and reporting to the County Chief Administrative Officer, the Director is responsible for all County social services including Senior and Adult Services (Adult Protective Services, IHSS, Adult Services Partnerships, Public Guardian, Public Administrator), Children's Services (Emergency Response, Family Maintenance, Family Reunification, Permanency Planning), Employment Services (CalWORKs Welfare-to-Work, CalWORKs Child Care, CalWORKs Cal-Learn Programs; Employer Services), Medical Services (Medi-

## MISSION

*"We administer employment and social services, preserving the dignity of children, families and adults."*

Cal, CMSP), Temporary Cash Assistance (CalWORKs, CAPI, Refugee Assistance, General Assistance, Foster Care), Food Stamps, and related services. DESS staff are primarily located in three buildings: Administration Office (Oroville); Chico and Oroville Employment Centers. Department resources include a FY 04-05 budget of \$125 million and 584 full-time employees.

## CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment, the County Chief Administrative Officer and other key stakeholders have identified the following key issues and priorities that will need to be addressed by the appointed Director:

### Department Tradition

Patricia Cragar is retiring following over 34 years of service with the County, including the last 12 as DESS Director. Through her outstanding work and leadership the Department has earned a statewide reputation of excellence. It will be the charge of the new Director to sustain Butte County's status in the social services arena, continue to foster key stakeholder relationships, and provide quality leadership through collaboration and communication for Department management and staff.

### Fiscal Challenge

Like other public organizations in California, Butte County is facing significant fiscal challenges. The new Director will be expected to administer the Employment and Social Services programs in an effective and fiscally responsible manner, focusing on collaboration with community organizations and others to increase funding available or seek alternative service mechanisms.

### IHSS/Foster Care

The In Home Supportive Services and Foster Care Programs remain a top priority for Butte County. The new Director will work with the Chief Administrative Officer and others to support changes to Foster Care and IHSS that reduce financial risk and exposure to Butte County.

## VISION

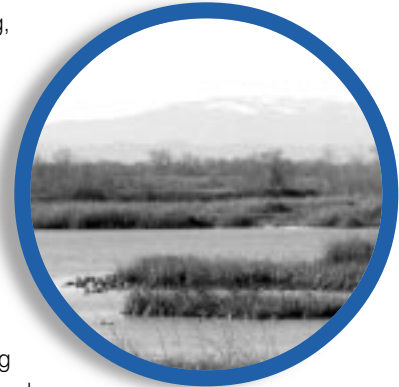
*"Partnering for a safe, healthy, and self-reliant community."*

## Succession Planning

Development of executive and management team members continues, with the Department providing ongoing training to allow for successful succession planning as the County faces future retirements. Maintaining staff stability and a team atmosphere will be essential.

## THE POSITION

The Director manages the activities of the Department of Employment and Social Services. This includes evaluating, planning and implementing a broad range of welfare assistance and benefit programs throughout the County; directing a large and multi-disciplinary staff; working closely with other County agencies and departments to address and resolve common service issues as a team; apprising the County Administrative Officer and the Board of Supervisors on significant developments in service delivery, technology, funding, or legislation and recommending related alternatives; and representing the County with other public agencies, citizen groups, and the community. The Director also acts as Public Guardian/ Public Administrator. DESS Management staff includes an Assistant Director of Administration, Assistant Director of Eligibility and Employment Services, Assistant Director of Social Services, and Program Manager – Public Information Officer.



## THE IDEAL CANDIDATE

The ideal candidate will be a seasoned social services professional with superior leadership skills capable of guiding a department that has developed a statewide reputation of excellence. This challenging position requires a strong, visionary leader committed to continuous quality improvement, customer service and performance management; brings guidance and focus to a talented staff; and who can anticipate and prepare innovative service provision solutions in a changing picture of Federal & State mandates.

Specific requirements are as follows:

### Experience and Education

Social services professionals with at least five years of professional level experience in a public or private agency social services program in a supervisory, administrative, executive or consulting capacity is expected. A Bachelor's degree in business, public administration, social work or related field is required; Masters degree desirable.

## Management Style/Personal Characteristics

County officials are searching for a Director with the following additional leadership and management characteristics:

- Possesses a strong sense of ethics, both personally and professionally
- A strong leader and manager who is resourceful and knows how to leverage the talents of his/her staff
- Team oriented, open to suggestions and willing to share credit for accomplishments
- A professional who practices accountability and instills pride and confidence in staff
- Committed to developing staff to their fullest potential
- Openly seeks ideas and comments from others, including employees, and is decisive once input is obtained and considered
- A "doer" who gets things done and knows how to properly delegate
- Committed to continuous quality improvement and a high level of customer service
- Politically astute, yet not political
- Familiarity with social services programs administered by California counties
- Strong financial experience/background
- Positive history of personnel administration in a complex organization
- Ability to work collaboratively with the County's management team
- Comfortable working with elected officials, community groups, stakeholder agencies, and the public
- Strategic orientation and ability to anticipate issues and problems
- Excellent written and oral communication skills
- Focused on both internal and external customer service
- Calm under pressure, resilient and has a good sense of humor
- Passion for his/her work
- Motivated to make a positive difference in the lives of others

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## COMPENSATION AND BENEFITS

### Salary

The salary range for this position is **\$102,500 to \$120,587**. Actual salary will be based on the qualifications of the successful candidate. Butte County Department Heads participate in a performance-based compensation plan.

The County also offers an attractive benefit program, which includes the following:

### Retirement

- Participation in the PERS program 2% @ 55 (single highest year). County pays employee's contribution

### Leave Program

- Vacation based on years of service beginning at 14 days per year

- Sick leave of 12 days per year
- 11 paid holidays per year

### Insurance

- Participation in the County sponsored Health Plan under PERS, which includes a choice between three medical plans as well as dental and vision insurance
- Life insurance of \$25,000

### Additional Benefits

- Optional supplemental life insurance; accidental death and dismemberment insurance
- Participation in County's 125 Cafeteria Plans; Deferred Comp (457) Plans; Short/Long-term Disability Programs
- Vehicle and cellular telephone allowance



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## APPLICATION AND SELECTION PROCEDURE

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To be considered for this excellent career opportunity as Director of Employment and Social Services, submit a cover letter with current salary, resume, and three work-related references by

**Monday, October 11, 2004** to:



Stuart Satow

CSAC Human Resources Advisory Services  
241 Lathrop Way • Sacramento, California 95815

Tel. 916 263-1610 or 916 263-1401

Fax: 916 561-7205

E-mail: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)

Website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CSAC HR Advisory Services will report the results to the County. The County will then select candidates to be invited to participate in interviews in Butte County (Oroville) on November 10. An offer of appointment is expected in late November following extensive reference and background checks and a final interview. For additional information about this excellent opportunity, please contact Stuart Satow.

Visit the Butte County website at:

[www.buttecounty.net](http://www.buttecounty.net)